

**STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **PAYROLL/PERSONNEL**

General
Schedule Number ▶ **5**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	PAYROLL					
1	Calculated Detail Listing (Payroll Register)	Agency State Payroll Section	4 years 1 year	0 years 49 years	4 years 50 years	Destroy Destroy
2	Cross Reference Listing - Biweekly	Agency State Payroll Section	4 years 1 year	0 years 9 years	4 years 10 years	Destroy Destroy
3	Cross Reference Listing - Yearly	Agency State Payroll Section	4 years 1 year	0 years 19 years	4 years 20 years	Destroy Destroy
4	Decedent's Warrants	Agency	3 years after termination	7 years	Work years plus 10	Destroy
5	Employee Master Record - Bimonthly	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
6	Employee Master Record - Yearly	Agency State Payroll	4 years 1 years	0 years 49 years	4 years 50 years	Destroy Destroy
7	Enrollment Forms	Agency	3 years after termination	7 years	Work years plus 10	Destroy
8	Garnishments	State Payroll Section	3 years after satisfaction	0 years	3 years after satisfaction	Destroy
9	Longevity Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
10	Monthly Deduction Reports	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
11	Payroll Vouchers (Obsolete)	Agency	3 years	2 years	5 years	Destroy
12	Prepayroll Listing	Agency State Payroll Section	4 years 3 months	0 years 3 years	4 years 4 years	Destroy Destroy
13	Quarterly Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
14	Revocations (decedent's warrant, PERS)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
15	Special Reports (turnaround documents, wage/insurance increases, etc.)	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy
16	State Share Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
17	Status Forms	Agency	4 years	0 years	4 years	Destroy
18	Time Sheets (includes leave requests; leave use records; request to work overtime/compensatory time)	Agency P/P/P	3 years	0 years	3 years 50 years	Destroy Destroy
19	W-2 undistributed	Agency State Payroll Section	4 years 25 years on fiche	0 years 0 years	4 years 25 years on fiche	Destroy Destroy
20	W-4	Agency	3 years after termination	7 years	Work years plus 10	Destroy
21	W-5	Agency State Payroll Section	1 year	0 years	1 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	PERSONNEL					
22	Accident Reports	Agency	10 years after termination	0 years	Work years plus 10	Destroy
23	Alternative Schedule Request	Agency	3 years after termination	7 years	Work years plus 10	Destroy
24	Americans with Disabilities Act Complaint Form	Agency	3 years after resolution or use in litigation	7 years	10 years after use	Destroy
25	Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
26	Education and Training Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
27	EEO/Affirmation Action Records	Agency State Personnel Div.	Until superseded by updated records		Until superseded by updated records	Destroy
28	Employee Earnings Records (those prior to 1969 that Central Payroll do not maintain)	Agency	50 years	0 years	50 years	Destroy
29	Employee File Folder (Terminated)	Agency	2 years	8 years	10 years	Destroy
30	Exit Interviews	Agency	3 years after termination	7 years	Work years plus 10	Destroy

<p style="text-align: center;"> STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU GENERAL RECORDS RETENTION SCHEDULE </p>		Records Category ▶ PAYROLL/PERSONNEL				
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
31	Family and Medical Leave Notice of Rights	Agency	3 years after termination	7 years	Work years plus 10	Destroy
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
33	Immigration Form (I-9)	Agency	3 years after hire or 1 year after termination, whichever is later		3 years after hire or 1 year after termination whichever is later	Destroy
34	Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
35	Licenses and Professional/Technical Certifications	Agency	3 years after termination	7 years	Work years plus 10	Destroy
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certification, etc.) ¹	Agency	3 years after termination	7 years	Work years plus 10	Destroy
37	Moving and Relocation Agreements	Agency	3 years after termination	7 years	Work years plus 10	Destroy

¹ The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
38	Pay Plan Exception-Individual	Agency	3 years after termination	7 years	Work years plus 10	Destroy
39	Pay Plan Exception-Blanket	Agency State Personnel Div.	3 years after superseded	2 years	5 years	Destroy
40	Performance Appraisal	Agency	3 years minimum and 2 years after last use in an employment decision		3 years minimum and 2 years after last use in an employment decision	Destroy
41	Agency Classification Requests	Agency OBPP State Personnel Div.	2 years 4 years 2 years	0 years 0 years 0 years	2 years 4 years 2 years	Destroy Destroy Destroy
42	Classification/Wage Appeal	Agency State Personnel Div.	2 years 4 years	0 years 0 years	2 years 4 years	Destroy
43	Position Descriptions	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
44	Position Detail Form	Agency OBPP	5 years after superseded 4 years	0 years 0 years	5 years after superseded 4 years	Destroy Destroy
45	Position Review Form	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
46	Probation Extension	Agency	3 years after termination	7 years	Work years plus 10	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
47	Promotion	Agency	3 years after termination	7 years	Work years plus 10	Destroy
48	Public Employee Retirement System (PERS) Application for Withdrawal	Agency PERD	3 years after termination Indefinite	7 years	Work years plus 10 Indefinite	Destroy Microfiche & destroy paper; destroy fiche when no longer needed
49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection		3 years after each selection	Destroy
50	Application Documentation, Hired Employees (including resumes, supplements, etc.)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
51	Application Documentation, Not Hired (including resumes, supplements etc.) Note: Suggest records retained in agency for 3 years in case of litigation	Agency	3 years	0 years	3 years	Destroy
52	Reduction-in-Force Notice (layoff notice)	Agency	3 years after termination	7 years	Work years plus 10	Destroy

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53	Reduction-in-Force Reinstatement Offer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
54	Reduction-in-Force Roster and Preference Documentation	Agency Labor and Industry	3 years, or according to contract language		3 years, or according to contract language	Destroy
55	Resignation	Agency	3 years after termination	7 years	Work years plus 10	Destroy
56	Sexual Harassment Complaint	Agency	3 years after termination	7 years	Work years plus 10	Destroy
57	Sexual Harassment Investigation Report and Documentation	Agency	3 years after resolution	7 years	Work years plus 10	Destroy
58	Transfer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
59	Wage and Hour Claims	Agency	3 years after termination	7 years	Work years plus 10	Destroy